

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

317 MARKET STREET
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD
THURSDAY, APRIL 16, 2020

PRESENT: DAVID BLAIR COUCH, PRESIDENT
ROBERT K. TEBAY, COMMISSIONER (via phone)
JAMES E. COLOMBO, COMMISSIONER

At 9:30 A.M., the County Commission of Wood County met in regular session via the internet due to the limitations as declared by the Mid-Ohio Valley Health Department. They signed purchase orders, invoices and other correspondence.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission discussed the corona virus pandemic response in the County.

The County Commission, upon a motion duly made, seconded and passed, instituted a spending freeze. (Order A/2233)

At 10:15 A.M., the County Commission Ordered that the New Road Name Request Form from the West Virginia Division of Natural Resources be approved. The new road will be Conservation Way. (Order A/2238)

The County Commission, upon a motion duly made, seconded and passed, called for a Special Session to be held April 21, 2020 to Lay the Levy for the Fiscal Year 2020/2021. (Order A/2233)

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:20 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

A/2233, A/2234, A/2235. A/2235, A/2236, A/2237, A/2238

APPROVED:

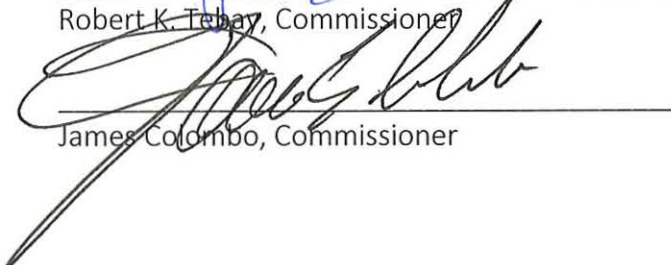
THE COUNTY COMMISSION OF WOOD COUNTY

A blue ink signature of David Blair Couch, written in a cursive style, positioned above a horizontal line.

David Blair Couch, President

A blue ink signature of Robert K. Tebay, written in a cursive style, positioned above a horizontal line.

Robert K. Tebay, Commissioner

A blue ink signature of James Colombo, written in a cursive style, positioned above a horizontal line.

James Colombo, Commissioner

Wood County Commission Meeting
Held April 16, 2020

Please Print

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Wood County Commission
Agenda

4/16/2020

1 Court Square, Suite 203
Parkersburg, WV 26101

This will be a virtual meeting and will be livestreamed. The link can be
accessed at www.woodcountywv.com

9:30 A.M.	Discuss and Consider COVID-19 Response and Action; Discuss outside expenses during pandemic	
	Administrator's Report	Marty Seuffer, County Administrator
	County Commission Reports	

Discussion, Review and Approval of expenditures and disbursements identified on Exhibit 1, hereto
attached

Correspondence for this meeting will be available for public review during regular office hours in Room 205
of the Wood County Courthouse two (2) days prior to the meeting

Exhibit 1

Discussion, Review and Approval of the following items may be included during this meeting and are available for public inspection in the Office of the County Administrator two days prior to this meeting.

Budget revisions

Purchase orders and requisitions

Revisions, reimbursement requests, resolutions and correspondence for grants

Grant disbursements to other entities

Invoices for expenditures to be paid

Reimbursements for travel expenses

Bid specifications and procedures for bids previously authorized by the Commission

Monthly Hotel Occupancy Tax Collection disbursements

Disbursements for previously approved Innovative Programming Grants

Tax refunds, exonerations, impropers and consolidations

Probate items, including settlements, petitions and Fiduciary Commissioner reports

General Fund disbursements to entities

Funding requests from local organizations by written form

Payroll modification as submitted by elected officials

APRIL 16, 2020

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

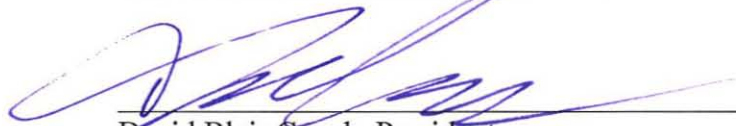
IN RE: THE COUNTY COMMISSION CALLED FOR A SPECIAL SESSION
TO BE HELD APRIL 21, 2020 TO LAY THE LEVY FOR FISCAL
YEAR 2020/2021.

ORDER

On this date, the County Commission of Wood County, in regular session, announced to all concerned, upon a motion duly made, seconded and passed, that they, as a Commission, are calling for a SPECIAL SESSION to be held on Tuesday, April 21, 2020 at 10:00 A.M. Said Special Session is being held for the purpose of Laying the Levy for the fiscal year 2020/2021 as required by Chapter 11, Article 8, Section 10a of the West Virginia Code of 1931, as amended.

APPROVED:

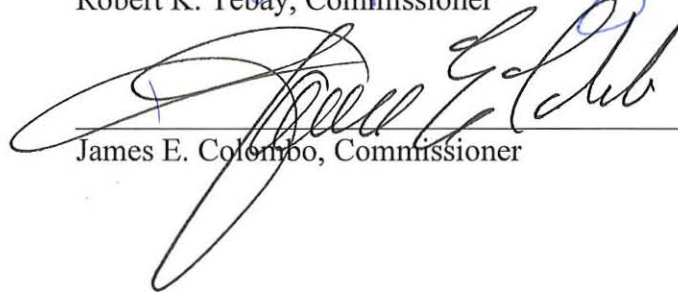
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/2233

Mark Rhodes
WOOD County 09:33:40 AM
Instrument No 88209005
Date Recorded 04/16/2020
Document Type 000
Pages Recorded 1
Book-Page 75-85

APRIL 16, 2020

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ORDERED ALL REQUISITIONS
MUST BE SIGNED BY THE COMMISSION PRIOR TO A
PURCHASE ORDER BEING ISSUED.

ORDER

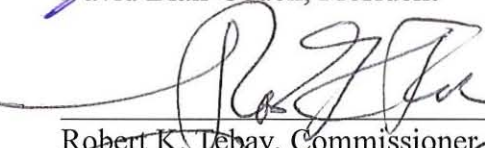
On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James E. Colombo and made unanimous by David Blair Couch, it is hereby ORDERED that all purchases by County offices will not be approved until a signed requisition by two (2) County Commissioners is issued. The Wood County Administrator has the authority to approve any and all emergency purchases. This policy will remain in effect throughout the current Coronavirus pandemic response period.

APPROVED:

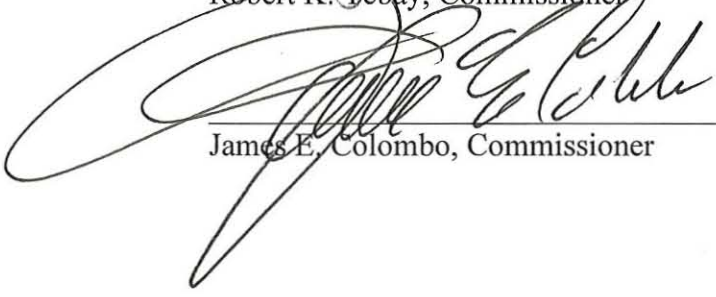
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James E. Colombo, Commissioner

A/2233

Mark Rhodes
WOOD County 09:36:06 AM
Instrument No 88209007
Date Recorded 04/16/2020
Document Type 000
Pages Recorded 1
Book-Page 75-85

APRIL 16, 2020

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED DAVID BLAIR COUCH,
AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN
REGARD TO THE COMMUNITY CORRECTIONS GRANT NUMBER
19-JAG-41. SAID REQUEST IS IN THE AMOUNT OF \$1,666.66.

ORDER

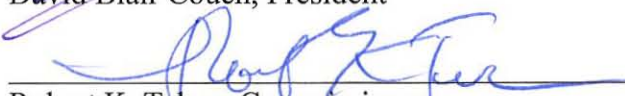
On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and passed, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Community Corrections Grant Number 19-JAG-41. Reimbursement is in the amount of one thousand six hundred sixty-six dollars and sixty-six cents (\$1,666.66) for the month of March, 2020. In addition to the Request for Reimbursement, Time Sheets, Financial Recaps and the Project Financial Reports are being submitted to the West Virginia Division of Justice and Community Services.

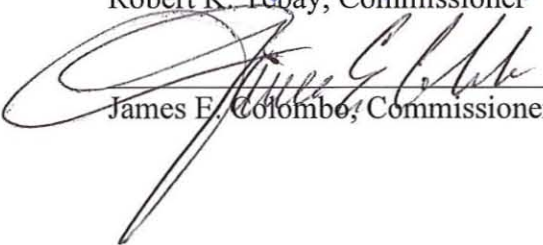
A copy of the Request for Reimbursement is attached to this ORDER and should be made a part thereof. Documentation pertaining to the Community Corrections Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

A/2235

WEST VIRGINIA
DIVISION OF ADMINISTRATIVE SERVICES
JUSTICE AND COMMUNITY SERVICES

Request for
Reimbursement

RECEIVED
(For JCS Use Only)

Subgrantee: Wood County Commission

Address: One Court Square, Suite 203
Parkersburg, WV 26101

Project #: 19-JAG-41

FEIN#: 556 000 417

Funds are hereby requested to cover expenditures
FROM: 3/1/20 TO: 3/31/20

PROJECT CASH EXPENDITURES

CATEGORY	AMOUNT
Personnel/Contractual	\$1,666.66
Travel/Training	
Space	
Other	
TOTAL	\$1,666.66

CERTIFICATION:

I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

BY: David Blair Couch, President, Wood County Commission
TYPED NAME & TITLE


SIGNATURE

4/16/20
DATE

(Authorized Official or Grant Financial Officer ONLY)

JCS USE ONLY

ADMINISTRATIVE APPROVAL:

This request is approved in the amount of \$ _____
Initials _____ Date _____

Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.

Date

Program Accountant

Mark Rhodes
WOOD County 09:38:06 AM
Instrument No 99209002
Date Recorded 04/16/2020
Document Type 008
Pages Recorded 2
Book-Page 75-85

APRIL 16, 2020

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED DAVID BLAIR COUCH TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE VICTIMS OF CRIME ASSISTANCE GRANT NUMBER 17-VA-036. SAID REQUEST IS IN THE AMOUNT OF \$5,975.78.

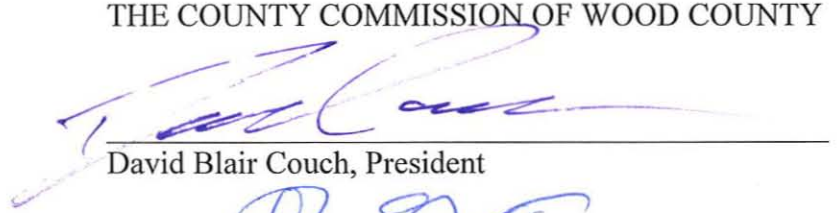
ORDER

On this date, the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by David Blair Couch, and passed, did hereby AUTHORIZE David Blair Couch, on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Victims of Crime Assistance Grant Number 17-VA-036. The Request for Reimbursement is in the amount of five thousand nine hundred seventy-five dollars and seventy-eight cents (\$5,975.78) for the month of March, 2020. Along with the Request for Reimbursement Form; a Financial Recap Page; Project Financial Report; Daily Time Sheets for the Victims Advocate, Tiffany Kiger; Monthly Progress Reports and the Monthly Statistical Report have been submitted.

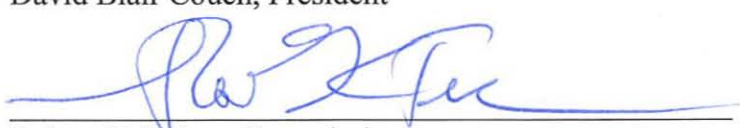
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof. Documentation pertaining to the Victims of Crime Advocate Grant is on file in the Office of the County Administrator.

APPROVED:

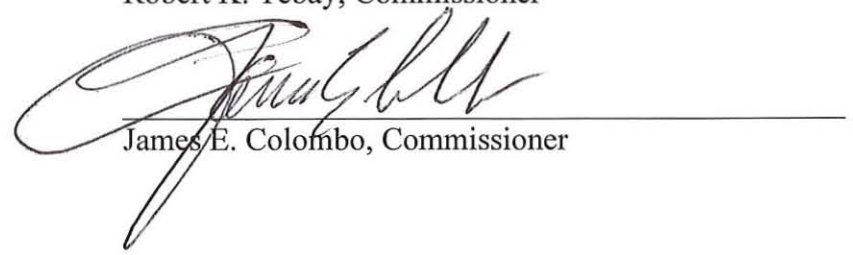
THE COUNTY COMMISSION OF WOOD COUNTY

A handwritten signature in blue ink, appearing to read "David Blair Couch", is written over a horizontal line.

David Blair Couch, President

A handwritten signature in blue ink, appearing to read "Robert K. Tebay", is written over a horizontal line.

Robert K. Tebay, Commissioner

A handwritten signature in blue ink, appearing to read "James E. Colombo", is written over a horizontal line.

James E. Colombo, Commissioner

WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES JUSTICE AND COMMUNITY SERVICES	Request for Reimbursement
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RECEIVED (For JCS Use Only)	Subgrantee:	Wood County Commission
	Address:	One Court Square, Suite 203
		Parkersburg, WV
		26101
	Project #:	17-VA-036
	FEIN#:	556000417
Funds are hereby requested to cover expenditures FROM: 3/1/20 TO: 3/31/20		

PROJECT CASH EXPENDITURES

CATEGORY	AMOUNT
Personnel/Contractual	\$5,975.78
Travel/Training	
Space	
Other	
TOTAL	\$5,975.78

CERTIFICATION:

I certify that this report presents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant.

All documentation is available at our office.

BY: David Blair Couch, President
 TYPED NAME & TITLE

SIGNATURE

4/16/20
 DATE

(Authorized Official or Grant Financial Officer ONLY)

JCS USE ONLY	
ADMINISTRATIVE APPROVAL: This request is approved in the amount of \$ _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Initials Date </div> Pursuant to the authority vested in me, I certify that this request is correct and proper for payment. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> _____ Date </div> <div> _____ Program Accountant </div> </div>	

Mark Rhodes
 Wood County 09:40:17 AM
 Instrument No. 9920013
 Date Recorded 04/16/2020
 Document Type: 009
 Pages Recorded: 2
 Book-Page 76-85

APRIL 16, 2020

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED DAVID BLAIR COUCH TO SIGN THE PROGRESS REPORT IN REGARD TO THE COMMUNITY CORRECTIONS GRANT NUMBER 20-CC-29. SAID PROGRESS REPORT IS IN THE AMOUNT OF \$32,734.11.

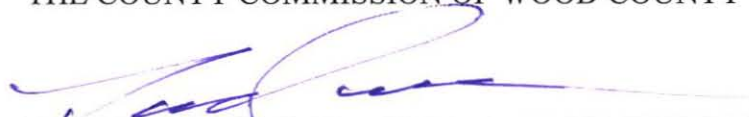
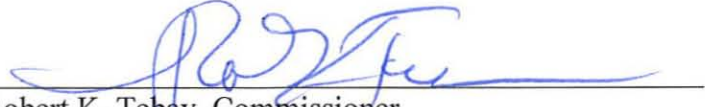
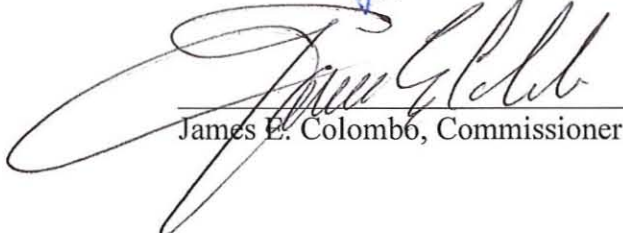
ORDER

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James E. Colombo and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, on behalf of the County Commission, to sign the Progress Report in regard to the Community Corrections Grant Number 20-CC-29. The Request for Reimbursement is in the amount of thirty-two thousand seven hundred thirty-four dollars and eleven cents (\$32,734.11) for the month of March, 2020. A Financial Recap Page, Project Financial Report, Time Sheets for the employees of the Wood County Day Report Center, and the Monthly Progress Reports have been submitted.

Documentation pertaining to the Community Corrections Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President
Robert K. Tebay, Commissioner
James E. Colombo, Commissioner

A/2237

Mark Rhodes
WOOD County 09:42:47 AM
Instrument No 88209017
Date Recorded 04/16/2020
Document Type CDD
Pages Recorded 1
Book-Page 75-85

APRIL 16, 2020

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION ORDERED THAT THE NEW ROAD NAME REQUEST FORM FROM THE WV DIVISION OF NATURAL RESOURCES BE APPROVED. THE NEW ROAD NAME WILL BE CONSERVATION WAY.

ORDER

The County Commission of Wood County was in receipt of a New Road Name Request Form from the West Virginia Division of Natural Resources, to name a road to their property CONSERVATION WAY. The said Request does not interfere with the scheduled readdressing and mapping for the E-9-1-1 Master Street Addressing Guide. The road to be known as CONSERVATION WAY is located off Emerson Avenue beside Motel 6 in Williams District, Tax Map 12 , Parcel 460-E1A. The request by the West Virginia Division of Natural Resources is in accordance with Chapter 7, Article 1, Section 3 of the Code of West Virginia, 1931, as amended, which deals, in part, with the County Commission naming or renaming thereof of roads, ways, streets, avenues, drives and the like to assure uniform, nonduplicative conversion of all rural routes to city-type addressing on a permanent basis.


The County Commission does hereby find that the said request, made in writing, by the West Virginia Division of Natural Resources, and the approval from the Wood County E-9-1-1, is in proper form and is hereby ORDERED to be filed.

NOW, THEREFORE, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by James E. Colombo and made unanimous by Robert K. Tebay, does hereby ORDER that the aforementioned road be named CONSERVATION WAY. The County Commission does further ORDER that a copy of this ORDER, along with the New Road

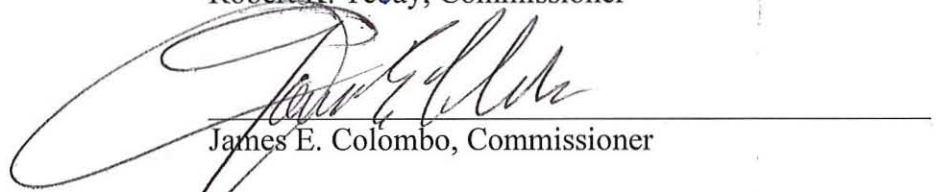
Name Request Form, be certified by the Clerk of the County Commission for entry in the Office of the Clerk of the County Commission.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President

Robert K. Tebay, Commissioner

James E. Colombo, Commissioner

A/2238

BL-J-B

Please complete the upper portion of this request form. Return it to: Central Telecommunications Center, 911 Core Road, Parkersburg, WV 26104.

New Road Name

WOOD COUNTY 9-1-1		
NEW ROAD NAME REQUEST FORM		
Applicant Name: West Virginia Division of Natural Resources, Bradley Leslie, PE, Chief Engineer		
Applicant Phone #: 304 558 2764		
Property Owner Name: West Virginia Division of Natural Resources		
<u>Williams</u>		
Current Road Name or Highway Number, if any:	Tax District: Parcel #460-E1A	Tax Map #:12
Describe Physical Location: Off Emerson Avenue beside the Motel 6		
List Three Road Name Suggestions: 1 st Conservation Way *		
2 nd Natural Resources Drive		
3 rd District 6 Drive		
Please prioritize.		
Signature of Applicant: <u>Bradley Leslie</u>		
OFFICIAL USE ONLY		
Coordinated with the Map Processor:		
Processor Signature: <u>Quane E Jones</u>		Process Date: <u>4-14-2020</u>
Granted Street Name:		

Place signature, address and telephone number all of the homeowners agreeing to the road name changes. This must be 100% of the residents if less than 10 and 75% if more than 10.

Signature	Existing Address	Phone #

Mark Rhodes
WOOD County 09:49:32 AM
Instrument No 88209024
Date Recorded 04/16/2020
Document Type 030
Pages Recorded 3
Book-Page 75-85



WOOD COUNTY SHERIFF'S OFFICE

Steve Stephens, Sheriff

Robert G. Sims, Chief Deputy

304-424-1834

304-424-1832 Fax

TO: Wood County Commission

FROM: Sheriff Steve Stephens

DATE: April 13, 2020

REF: Contract Worker – William Nortum

(813)

William Nortum began work as a full time Court Officer at the Wood County Sheriff's Office on Monday, March 30, 2020. Nortum will be paid from line item 700-10-187 and will earn \$27,500.00 annually with full benefits.

A large, stylized handwritten signature in black ink, likely belonging to the Sheriff or Chief Deputy.

A smaller, stylized handwritten signature in black ink, likely belonging to the County Clerk or another official.

Mark Rhodes
WOOD County 01:41
Instrument No 882
Date Recorded 04/13/2020
Document Type 001
Pages Recorded 1
Book-Page 75-